



Baltimore City Department of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: LONG-TERM CARE OMBUDSMAN SUPERVISOR

SALARY: \$44,900 – \$54,600

GRADE: 114

CLOSING DATE: October 6, 2006 is the last day to file an application.

POSITION: A Long-Term Care Ombudsman Supervisor plans and coordinates the activities of a program for the receipt, investigation and resolution of complaints from, or on behalf of, elderly or disabled adult residents of long-term care or assisted living facilities in the City of Baltimore. Employees work a conventional workweek that may include occasional evening work.

The eligible list may be used to hire persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, each candidate must:

Have a valid Maryland Class C Noncommercial driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management;

AND

Have a bachelor's degree from an accredited college or university in social work, gerontology, nursing, public health administration or a closely related social service field;

AND

Have five years of experience in advocacy, aging or related work, three years of which must have been as a certified Long-Term Care Ombudsman in a program serving the elderly.

NOTE: YOUR LICENSE MUST BE RECORDED ON YOUR APPLICATION AND WILL BE VERIFIED BY THE APPOINTING AUTHORITY. PROVISIONAL DRIVER'S LICENSES AND LEARNER'S PERMITS ARE NOT ACCEPTABLE.

SELECTION PROCESS: All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The license, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

NOTE: At the time of hiring, employees must be certified as an Ombudsman by having successfully completing 20 hours of classroom training from either the Baltimore City Commission on Aging and Retirement Education or the Maryland State Department of Aging, Office of State Long-Term Care Ombudsman. Maintenance of current Ombudsman certification is a condition of continued employment.

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Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.



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